

DON'T TAKE THE CHANCE

At a job interview, even one of the following items can negatively affect that first impression:

- Chewing gum, eating candy, chewing smokeless tobacco or smoking
- Physical habits such as tapping fingers or clicking pens, bouncing legs or shuffling feet
- Messy or unclean hair
- Negative body odors or strong cologne/perfume
- Visible body piercing (nose rings, eyebrow rings, etc.) or tattoos
- Torn or patched clothing
- Unusual hair, such as lettering cut into it, spikes, bleached, odd colors
- Too much jewelry or jewelry attached to odd places visible on the body (such as nose piercing)
- Worn or unpolished shoes; gym shoes
- Dirty fingernails

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YES NO

_____ _____ I know what the company's employees wear to work.

_____ _____ What I will wear to the interview will be equal to or one step better than what the employees wear.

If you are still not sure how to dress for the interview, call them and ask! That's right--call the employer. But this is one time when you do not want to call the Hiring Manager--instead, ask to be put through to Human Resources and say:

"I have an interview with _____ in the _____ department for a position as an _____. Could you please tell me what would be appropriate dress for this interview?"

One final note on interview dress: while it goes without saying that your interview clothes should be neat and clean, very few interviewees give the same time and attention to their shoes. Shoes? Yes, shoes. I am aware of at least one Corporate Recruiter who forms first impressions based solely (pardon the pun) on shoes. This person does not have a shoe fetish--he subjectively judges that those who pay attention to details like their shoes are also likely to be diligent in their work life. And it is not just that person's opinion. Many have said that you can judge a person by their shoes. You will find that many ex-military officers (many of whom have found their way into management positions in corporate America) are especially aware of a person's shoes. It is not enough to be clean, pressed, and ironed. Make sure your shoes are conservative, clean, and polished.

Manufacturing Jobs (Machine Operator, Driver, Handler)

- ☐ Clean and well polished shoes
- ☐ White or colored socks
- ☐ Pressed slacks, khakis, or wash and wear (Empty pockets – no bulges or tinkling coins).
- ☐ Sports shirt with collar or button down collar sport or dress shirt. Tie is optional but usually not worn.
- ☐ Sport Coat or suit is seldom if ever worn.
- ☐ Class ring or wedding ring

Sales Jobs (Retail, Field Representative, Counter), Service (Banks, Utilities, Medical, Dental) or Office Jobs

- ☐ Well polished shoes, dress or slip-ons or lace-up shoes – no tennis shoes.
- ☐ Dark solid color (black, blue, brown) socks
- ☐ Pressed slacks or suit pants (banks), khakis or wash and wear.
- ☐ Solid color dress shirt (white or blue) with tie.
- ☐ Sport coat or blazer is required; suit is suggested for banks
- ☐ Class ring or wedding ring